

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, February 20, 2012, 3:00 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS PRESNET:** Tom Diedrick–Vice Chair, Rich Aicher, Darlene Hallet, Ann Hartman

**EXCUSED:** Michael Welch-Chair

**OTHERS PRESENT:** Robyn Hallet, Chip Law, DonElla Payne, Matt Schampers, Matt Roberts, Noel Halvorsen, Mackenzie Moesch, Jeremy Fry, Jeremy Jasicki, Aaron Menzer

**APPROVAL OF MINUTES:**

1. Approval of the December 19, 2011 minutes of the Brown County Housing Authority

A motion was made by A. Hartman and seconded by D. Hallet to approval the minutes of the December 19, 2011 meeting of the Brown County Housing Authority. Motion carried.

R. Hallet made a request to take agenda item #11 out of order. A motion was made by D. Hallet and seconded by A. Hartman to proceed to item #11. Motion carried.

**STAFF REPORT:**

11. Introduction of new ICS staff

D. Payne introduced Mackenzie Moesch as a new Housing Specialist at ICS. M. Roberts introduced Jeremy Fry and Jeremy Jasicki as ICS's new Housing Inspectors.

The commissioners welcomed the three new staff.

A motion was made by D. Hallet and seconded by R. Aicher to resume the agenda order. Motion carried.

**COMMUNICATIONS:**

2. Letter from HUD dated January 19, 2012 regarding vouchers from Port Plaza Towers opt-out

R. Hallet explained this letter was in reference to the relocation of the residents of the former Port Plaza Towers, who were provided Project-Based Vouchers in their new homes at Woodland Park and Trail Creek Apartments. The additional vouchers for the opt-out were provided after the process to provide Project Based Vouchers at the new units had already been completed. The former residents of Port Plaza Towers were offered these vouchers, if they wished to move elsewhere to use them, but no one wished to do so. The requirements outlined in the letter have been met and we can therefore now offer these vouchers to other families on the HCV waiting list.

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program
  - A. Preliminary Applications  
D. Payne stated that there were 60 preliminary applications in the month of January.
  - B. Unit Count  
D. Payne stated that the unit count was 2,991for January.
  - C. Housing Assistance Payments Expenses  
D. Payne stated that the HAP expenses for January were \$1,221,526.

D. Housing Quality Standard Inspection Compliance

M. Roberts reported that 64.20 percent passed the initial inspection, 18.54 percent passed the re-evaluation, and the fail rate was 18.26 percent.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

C. Law stated that year-to-date, ICS was \$6,675.11 under budget. D. Payne stated that in January, there were 162 port outs and 20 port ins. D. Payne stated that Voucher Utilization is 92.49 percent and HAP Utilization is 93.55 percent for January.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

D. Payne stated that there were 99 FSS clients in January, of which 37 have escrow accounts. There were no graduates in January and one new contract. D. Payne stated that there were 82 clients participating in the Home Ownership Option in January.

G. VASH Reports (active VASH, new VASH)

D. Payne stated that there were 17 participants and 0 new contracts.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

D. Payne stated there was one new investigation assigned, one new closed, six previous that are now closed, and three active.

#### **OLD BUSINESS:**

None

#### **NEW BUSINESS:**

4. Review and approval of revisions to the Family Self Sufficiency Action Plan

D. Payne explained that periodically the FSS Action Plan is reviewed for updates. She explained the proposed changes:

- Updating the number of mandatory FSS Slots. D. Payne explained that when the FSS Program began in Brown County in 1992, we were originally awarded with 80 slots. The number of slots we are mandated to administer is decreased every time a participant successfully graduates from the program, thus we are currently at 0 mandatory slots. However we continue to operate the program on a voluntary basis.
- Updates to Activities and Supportive Services available to participants, including changes to Transportation, Financial Budgeting Counseling, Homebuyer Counseling, and Computer Education subcategories.
- Update to the number of business days for participants to request an informal hearing. This change was made to match informal hearing request times in other areas of the HCV Program.

A motion was made by R. Aicher and seconded by A. Hartman to approve the revisions to the Family Self Sufficiency Action Plan. Motion carried.

5. Review and approval of Resolution No. 12-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2011

D. Payne explained that the expected rating for the Annual SEMAP score is 99.00 percent. We expect to score the maximum number of points in all areas except FSS, which we expect to score 8 out of 10 points. The reason for this is because HUD has inaccurate numbers regarding the number of mandatory FSS slots. As explained in item #4, Brown County was originally awarded with 80 FSS slots however HUD's records erroneously indicate we have 105 slots. We think the difference in 25 could be due to Public Housing FSS slots the Green Bay Housing Authority may have been awarded many years ago, and that HUD's records inaccurately reflect which Housing Authority was awarded those slots. However 99.00 percent is still a high performer rating. D. Payne stated she would continue to work with HUD to sort out the FSS error.

A motion was made by D. Hallet and seconded by A. Hartman to approve Resolution No. 12-01 certifying the BCHA Annual SEMAP Submission. Motion carried.

6. Approval of ICS's request for BCHA funding for FSS merit awards and retreat expenses

D. Payne explained the FSS Program has been very successful in assisting HCV participants in becoming self-sufficient with over 100 graduates from the program. A. Hartman inquired if those graduates are still self-sufficient. D. Payne explained that we don't always have a means of knowing for sure but the majority of them do not come back on the HCV Program, although there are a few who were able to use it again if they found themselves in need of it. Several also keep in touch after graduation to give updates on how they are doing.

D. Payne explained that the merit awards are given to participants when they complete goals and serve as an important motivator to the participants. These awards are generally gift cards to grocery stores or gas stations. D. Payne also explained the FSS Retreats, in which participants focus on the issues and barriers to self-sufficiency they are dealing with. D. Payne commented that these retreats have been very powerful in helping participants deal with deep-seated issues and build trust and self-confidence. ICS is requesting \$1,000 each for the merit awards and retreat expenses.

R. Hallet stated that the amount requested is similar to amounts BCHA provided previously and that we have budgeted for providing this funding again so the money is available.

A motion was made by D. Hallet and seconded by R. Aicher to approve ICS's request for BCHA funding for FSS merit awards and retreat expenses. Motion carried.

7. Discussion and possible action on summons for Foreclosure of Mortgage for a recipient of a BCHA loan for down payment and closing costs at 1476 Chicago St, DePere

R. Hallet explained that BCHA received a summons for Foreclosure for another BCHA loan recipient and indicated that the agenda attachment contains information about the property and the mortgages. R. Hallet also explained that Corporation Counsel has filed a response on BCHA's behalf so that should any proceeds result from the sale of the property, the BCHA would be entitled to a portion of it.

R. Aicher questioned the first mortgage with Bay Title and Abstract. R. Hallet explained that she had contacted Bay Title and Abstract to inquire about this and, as it was explained to her, the homeowners took out another mortgage on their home but that mortgage was erroneously recorded in first position. The homeowners later defaulted on this loan. When it became known that this additional loan was incorrectly in first position, in order to protect themselves, Bay Title and Abstract paid off the lender of this second mortgage, making the loan with Bay Title instead of the original lender.

R. Aicher questioned how the mortgage with Nationwide Advantage of \$73,356 is the same as the original purchase price, if BCHA's loan was to provide a down payment and closing costs. R. Hallet stated that staff must have erred in the information on the data sheet. M. Schampers offered to look into this and provide the commissioners with the correct information. R. Aicher explained that he pointed this out not because it would greatly affect the Authority's decision regarding this property, but because it's important to be sure that the BCHA loan had been used for the intended purpose of down payment and closing costs.

A motion was made by R. Aicher and seconded by D. Hallet to abstain from further action on this property and to write off the loss from the BCHA account. Motion carried.

8. Discussion and possible action regarding BCHA loan for down payment and closing costs at 3515 Timber Trail, Unit 6, Suamico, WI

R. Hallet explained this case is a bit unique in that the home, which is a condo, hasn't gone into foreclosure yet. Rather, the homeowner has passed away and his brother, who is trying to take care of the homeowner's affairs, indicated that the home won't sell for enough to pay off the total owed. R. Hallet

suggested to the commissioners the BCHA may want to consider working with the brother to determine how much could be repaid upon sale, as it would be better for the BCHA to be repaid a portion of the loan versus none at all if the home goes into foreclosure.

After some discussion it was determined that the BCHA would wait and see what transpires with the home and consider further action at that time.

9. Approval to add six units to NeighborWorks® Green Bay's Project Based Voucher Housing Assistance Payment Contract

R. Hallet explained that NeighborWorks® Green Bay is requesting to add six additional units to their existing Project Based Voucher Housing Assistance Payment Contract. She welcomed Noel Halvorsen to the discussion.

N. Halvorsen explained that NeighborWorks® Green Bay has partnered with the City's Redevelopment Authority to rehabilitate distressed properties under the Neighborhood Stabilization Program and has recently completed six units. Given the housing market, they have determined it would be more beneficial to rent the units to qualified families than to attempt to sell the units. He explained one of the properties is at 235-237 N. Roosevelt Street, which was originally a duplex and has been rehabilitated as a duplex. The other property is a four-plex at 615 N. Maple Street. N. Halvorsen provided photos of the properties.

R. Hallet explained that she looked into the requirements to add additional units to an existing Project Based Housing Assistance Payment (HAP) Contract and found that the regulations state "a HAP Contract may be amended during the three-year period immediately following the execution date of the HAP Contract to add additional PBV contract units to the same building." She has a message in to HUD to inquire how units could be added after the initial three-year period and how the phrase "to the same building" applies to scattered sites such as these. She is awaiting a response, therefore does not believe we can proceed with signing an amendment until further guidance is provided. She stated that if units cannot be added to the existing contract, to her knowledge, we would either need to publish a Request for Proposals to allow owners to submit a proposal to project base units, or we could attempt to request a waiver from HUD to allow us to project base these units without the RFP process.

N. Halvorsen stressed that these units were part of the NSP project and thus are different from other units in the community that owners may want to project base.

A motion was made by R. Aicher and seconded by Ann Hartman to conditionally approve the addition of these six units to NeighborWorks® Green Bay's Project Based Voucher HAP Contract pending further guidance from HUD. Motion carried.

**INFORMATIONAL:**

10. Review of WAHA training attended by staff

R. Hallet stated that she and other staff recently attended training sponsored by the Wisconsin Association of Housing Authorities (WAHA), which was presented by staff of the Milwaukee HUD Field Office. She wishes to provide a summary of the information important to the commissioners:

R. Hallet explained HUD's High Priority Goals: 1) Maximizing HCV utilization and Public Housing occupancy, 2) PHA Recovery and Sustainability Initiatives (PHARS), 3) Close-out of ARRA grants, 4) Improving PHA Financial Viability, plus the business of government. R. Hallet explained that the HUD Field Office has directives from HUD Headquarters that HUD staff time is to be directed toward these efforts. Issues not related to these are low priority. Essentially, this means HUD staff will not be as readily available to answer questions and concerns from housing authorities if they are not related to the high priority goals. R. Hallet further explained that all of the high priority goals are to be done with emphasis on financial stability, occupancy, and governance. R. Hallet explained that "governance" is a new, holistic approach to a housing authority's operations which put more responsibility on the housing authority boards and government officials who appoint the board members. She explained that the Milwaukee Field Office has

offered to provide district commissioner training. R. Hallet inquired if the commissioners would be interested in attending such training.

A. Hartman stated she would like to know more about what the training would cover. R. Hallet explained that in some housing authorities, the boards are not as active as they should be and are not involved enough to properly oversee the finances and operations of the authority. The training would provide commissioners with the knowledge to competently carry out their responsibilities. R. Hallet explained that because Green Bay is centrally located in our district, the training would likely take place here.

R. Hallet next explained the PHARS initiative, which is a new approach to dealing with troubled housing authorities to ensure their effective and sustainable recovery. She explained the four phases of this initiative, which involve a high level of HUD oversight. R. Hallet explained that as a standard or high-performing agency, this initiative does not directly affect BCHA at this time, however it is still important that commissioners understand how HUD is working with troubled housing authorities.

R. Hallet went on to explain the three big changes affecting the Housing Choice Voucher Program: 1) change from federal fiscal year re-benchmarking to calendar year re-benchmarking, 2) the net restricted asset offset provision, and 3) HUD's holding of housing authorities' reserves. She explained these three changes in further detail and emphasized that numbers to make calculations related to these changes come from the VMS system, so it's of utmost importance that numbers submitted through VMS to be done so timely and accurately.

**BILLS:**

A motion was made by D. Hallet and seconded by R. Aicher to approve the bills as presented. Motion carried.

**FINANCIAL REPORT:**

The financial report was received and placed on file.

A motion was made by A. Hartman and seconded by D. Hallet to adjourn the meeting. Motion carried. Meeting adjourned at 4:26 PM.

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**Housing Choice Voucher Program  
Financial Status Report  
2012 Budget Year  
As of February 29, 2012**

<b>REVENUE</b>					
	<b>Budget Amount</b>	<b>YTD</b>	<b>Annualized \$</b>	<b>Annualized %</b>	<b>Remaining Budget Balance</b>
HAP Income	\$ 14,768,734	\$ 2,541,565	\$ 15,249,390	103%	(12,227,169)
Admin Fee Income	\$ 1,276,120	\$ 247,428	\$ 1,484,568	116%	(1,028,692)
FSS/HO Coordinator Income	\$ 135,462	\$ 22,582	\$ 135,492	100%	(112,880)
Fraud Recovery	\$ 115,000	\$ 38,260	N/A	N/A	(76,740)
Other Income (Interest & HO Payments)	\$ 2,614	\$ 1,253	N/A	N/A	(1,361)
<b>Total Revenues</b>	<b>\$ 16,297,930</b>	<b>\$ 2,851,088</b>	<b>\$ 16,869,450</b>	<b>104%</b>	<b>(13,446,842)</b>

**EXPENDITURES**

<b>Program Expenditures</b>					
HAP Payments	\$ 13,947,301	\$ 2,501,922	\$ 15,011,534	108%	11,445,379
ICS Admin	1,230,180	238,521	\$ 1,431,124	116%	991,659
FSS/HO Coordinator	135,462	22,852	\$ 137,112	101%	112,610
<b>Total Program Expenditures</b>	<b>15,312,943</b>	<b>2,763,295</b>	<b>16,579,770</b>	<b>108%</b>	<b>12,549,648</b>
<b>Administrative Expenditures</b>					
Software Upgrade	\$ 63,415	\$ -	\$ -	0%	63,415
Salaries	42,449	-	-	0%	42,449
Fringe Benefits	14,998	-	-	0%	14,998
Home Ownership Counseling	14,000	-	-	0%	14,000
Audit	7,718	-	-	0%	7,718
Insurance	5,576	-	-	0%	5,576
Other	17,737	3,459	\$ 20,756	117%	14,278
<b>Total Administrative Expenditures</b>	<b>102,478</b>	<b>3,459</b>	<b>20,756</b>	<b>20%</b>	<b>99,019</b>
<b>Total Expenditures</b>	<b>\$ 15,415,421</b>	<b>\$ 2,766,754</b>	<b>\$ 16,600,526</b>	<b>108%</b>	<b>\$ 12,648,666.69</b>

<b>Cash Balance</b>	<b>\$ 1,154,172.32</b>
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